

Application Process Information Sheet for the Solar Energy Grant Program

Maryland Energy Administration (MEA)

June 2009

Applications are being accepted on an ongoing basis. Qualified applications will be placed in order on the current waitlist for FY 2010. It is the anticipation of MEA to offer grants to applicants placed on the waitlist sometime after the start of the 2010 fiscal year which begins July 1, 2009, after new funding for Maryland's Clean Energy Grant Programs has been approved.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA.

No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Solar Energy Grant Program

Maryland Energy Administration

1623 Forest Drive, Suite 300

Annapolis, MD 21403

Structure for the Maryland Solar Energy Grant is as follows:

Solar Water Heating: 30 % of system cost up to \$2,500 maximum grant.

Photovoltaic Solar:

- \$1.25 per watt for the first 4,000 watts (DC) of capacity
 - \$1.00 per watt for watts 4,001–8,000
 - \$0.50 per watt for watts 8,001-10,000
- Maximum grant is \$10,000.

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following steps are required in order to submit a complete Solar Energy Grant Application:

- 1) Complete, sign, and date the Pre-Qualification Form (available from MEA)
- 2) Complete, sign, and date the 2-page Application Form
- 3) Submit a signed cost estimate, purchase order, or letter of intent from your installer (If you are performing a self-install you will still need to fill this requirement)
- 4) Submit an itemized list of components
- 5) Submit a system schematic or line drawing, and a site plan exhibiting the roof dimensions, including angle, length, and width (if installed on a roof); location of collectors or modules on the roof (if installed on a roof); and the orientation and tilt of collectors or array.
- 6) Submit a shading analysis (if the system will be shaded between 9:00 a.m. and 3:00 p.m. at any time of year)

Application

The Application Form and accompanying Pre-Qualification can be accessed through MEA's solar grant Web site <http://www.energy.state.md.us/incentives/residential/solargrants/index.asp>. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 to request an application package.

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Individuals, businesses and local governments may apply for one solar grant per solar category (photovoltaic solar or solar water heating) per funding cycle. For applicants who plan on placing a solar energy system on own more than one facility, MEA may consider additional grant offers on a case by case basis if funds are available.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is also required. This may be provided on a separate form and enclosed with the application. If there are any questions, please send an e-mail to -Attention- Solar Energy Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded. MEA also reserves the right to fund an applicant at an amount lower than requested.

Application Review Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a solar project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria are a first-come, first-served basis for qualified applications.

Waitlist Procedures and Grant Eligibility Notification

After the review of the grant application, qualified applicants will be placed on the FY 2010 waitlist. To access the waitlist please visit MEA's solar grant Web site <http://www.energy.state.md.us/incentives/residential/solargrants/index.asp>.

If sufficient funds are available, MEA will send qualified applicant a Solar Grant Offer Letter, informing the applicant that they have passed review and are now "official program participants." This means the program participant will have 180 days to complete the project and provide to MEA the Completion Certificate and accompanying documentation, or risk losing their grant. Once the Grant Offer Letter is received by the program participant, the participant must sign and date the letter and return it to MEA to signify that they intend to go forward the installation. MEA shall also provide the program participant a copy of the Terms & Conditions, Grant Award Procedures and the Completion Certificate along with the Grant Offer Letter.

MEA may allow for time extensions. If an extension is necessary please notify MEA prior to the expiration of the 180 day period.

Completion Certificate

Upon completion of the project, the program participant must provide all the information required on the Completion Certificate and enclose the necessary supporting documentation. Additional information is available in the *Grant Offers and Awards Process Information Sheet* located on the solar grants page on the MEA Web site.

The Completion Certificate must be signed by the owner and the system installer. Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.